**Fraternity & Sorority Expansion/Extension Plan**

Expansion involves inviting inter/national fraternities and sororities to establish chapters on campus and is encouraged when a need exists and is recommended by the National Pan-Hellenic Council (NPHC), the Professional Fraternal Council (PFC), Independent Fraternal Council (IFC) or the Local Based Council (LBC).This recommendation/approval must be made in combination with the Fraternity & Sorority Affairs Expansion Committee which consists of six (6) members: Coordinator of Fraternity & Sorority Life, Director of Student Activities & Leadership, Vice President of Student Affairs, SGA President, Graduate Assistant of Fraternity & Sorority Life *(if applicable),* and the president of the Governing Council that is expanding.

\* *Please see Section V for guidelines governing expansion for the Honor Society Council (HSC)*

**Criteria for Expansion Consideration**

* Interest as shown through the number of prospective members
* Membership status of current fraternities and sororities
* University enrollment trends

 ***Please Note:***

* Expansion for a Fraternity, Sorority or Similar Organization is not automatic. Expansion must be approved by the Fraternity & Sorority Affairs Expansion Committee. “Campus crashing,” or forming a group of interested students without the approval from the office of Student Activities & Leadership, or by the (Inter)/National Office will not be tolerated
* Checklist referenced in Extension/Expansion Plan may vary based on Council affiliation, (Inter)National Organization, and/or University standards. Additionally, the checklist may include specifics relevant to situation, circumstance, or history

When it is determined that a new group is needed to strengthen the Fraternity & Sorority Affairs Community at Tennessee State University, the procedures outlined below will be followed. The purpose of these procedures is to ensure expansion of Fraternity & Sorority Greek-letter organizations (fraternities and sororities), honor societies and/or similar organizations occurs in a manner which includes a carefully developed plan conducive to the educational mission of Tennessee State University and to provide specific guidance and support for new fraternities, sororities, honor societies and/or similar organizations. This provides maximum opportunity for successful chartering and a meaningful and rewarding experience for the students within the Fraternity & Sorority community.

All fraternities, sororities, honor societies and/or similar organizations seeking to charter a chapter or reorganize a latent charter on Tennessee State University campus after May 1, 2020 shall be required to follow the procedures set forth by this policy. All fraternities and sororities, honor societies and/or similar organizations must be recognized by a governing council (NPHC, PFC, IFC, HSC, LBC).

1. **Procedures for Expansion**

The Fraternity/Sorority/Similar Organization expansion can be initiated in one of three ways:

* Through receiving a formal new student organization petition for recognition by a group of interested students
* Through a formal expansion plan approved by a Fraternity & Sorority Affairs Governing Council (NPHC, PFC, IFC, LBC, HSC) and the Fraternity & Sorority Affairs Expansion Committee, or
* Through reviewing a formal petition for recognition by a group coming off a disciplinary loss of University recognition

**Procedures for Recognition by a group of interested students**
*(Defined as a group of students expressing an interest in becoming a Fraternity & Sorority Greek-letter Organization or Honor Society)*

1. Prior to initiating contact with potential new student members, the group must submit a formal request for expansion in writing to the Office of Student Activities & Leadership.
2. Fraternity & Sorority Affairs Expansion Committee would meet to determine if expanding the particular Council is appropriate.
3. Schedule a meeting with the Coordinator of Fraternity & Sorority Life to discuss expectations, policies and procedures, etc.
4. Upon approval from the Fraternity & Sorority Affairs Expansion Committee, the group of interested students will submit the information requested in Section II to the Coordinator of Fraternity & Sorority Life for review/approval.
5. The (Inter) National Fraternity/Sorority, will be invited to make an on-campus presentation to the Fraternity & Sorority Affairs Expansion Committee, Governing Council and Fraternity & Sorority Community.
6. Following the various presentations, evaluations will be collected for review by the Fraternity & Sorority Affairs Expansion Committee.
7. A decision will be made within 72 business hours to invite or not invite the (Inter) National fraternity/sorority to charter a chapter of interested students at Tennessee State University. The Governing Council will provide a checklist of expectations to the chosen organization.
8. Tennessee State University will recognize no more than one fraternity and sorority per Governing Council as a group of interested students/chartering group at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.
	1. Exceptions may be permitted if granted by the Director of Student Activities & Leadership

**Procedures for formal expansion requested by a Fraternity & Sorority Governing Council**

1. Determine need for expansion
2. Council executive board must first gain approval from the individual ***active*** Chapters within its Council and the Fraternity & Sorority Affairs Expansion Committee to begin expansion
	1. Discussion will begin in the Governing Council meeting.
	2. Each organization in the Council will discuss the expansion in their next business meeting and report back to the council executive board.
3. If expansion is approved, the Coordinator of Fraternity & Sorority Life will send letters of inquiry to applicable organizations that have expressed interest in establishing a chapter at Tennessee State University. Consideration should be given to fraternities or sororities who previously had a chapter at Tennessee State University.
4. Interested organizations must submit a formal request for expansion to the Office of Student Activities & Leadership.
5. Interested organizations must submit information requested in Section II to the Coordinator of Fraternity & Sorority Life for review by the Fraternity & Sorority Affairs Expansion Committee.
6. The Fraternity & Sorority Affairs Expansion Committee must then review information and select 2-3 groups from the groups that applied to be invited to make an on-campus presentation to the Fraternity & Sorority Affairs Expansion Committee, Governing Council and Fraternity & Sorority Community.
7. The fraternities or sororities making an on-campus presentation will meet prior to the various presentations with the Coordinator of Fraternity & Sorority Life to discuss expectations, policies and procedures, etc.
8. Following the various presentations, evaluations will be collected for review for the Fraternity & Sorority Affairs Expansion Committee and a decision will be made on whether or not to invite an organization to Tennessee State University.
9. If a (Inter) National fraternity/sorority is invited to charter a chapter or a group of interested students at Tennessee State University, the Coordinator of Fraternity & Sorority Life will provide a checklist\* of expectations to the selected organization.
10. Tennessee State University will recognize no more than one fraternity and sorority per Governing Council as a group of interested students/chartering group at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.
	1. Exceptions may be permitted if granted by the Director of Student Activities & Leadership

**Procedures for an organization reorganizing or coming off disciplinary loss of University recognition**

1. Meet with the Coordinator of Fraternity & Sorority Life to discuss possible reorganization and receive a list of criteria to be met in consideration of returning to Tennessee State University as an ***active*** chapter

*The criteria must include, but are not limited to:*

1. Reasons why the chapter became inactive on campus, and when
2. How the issue(s) have been addressed
3. How the group has cleared any debts or circumstances still incomplete from when previously oncampus (if applicable)
4. A new chapter advisor, which shall not have been affiliated with the chapter in any way at the time of loss of recognition.
5. No involvement from the members who were involved in the incident.
6. Submit information requested in Section II to the Coordinator of Fraternity & Sorority Life for review by the Fraternity & Sorority Affairs Expansion Committee.
7. If approved, the (Inter) National Fraternity/Sorority will be invited to make an on-campus presentation to the Fraternity & Sorority Affairs Expansion Committee, Governing Council and Fraternity & Sorority Community.
8. A decision will be made on whether or not to invite the (Inter) National fraternity/sorority to reorganize a chapter at Tennessee State University. If invited to reorganize a chapter, the Governing Council will provide a checklist\* of expectations to the chosen organization.
9. Tennessee State University will recognize no more than one fraternity and sorority per Governing Council at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has reorganized a chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.
	1. Exceptions may be permitted if granted by the Director of Student Activities & Leadership
10. If invited to return, the organization will be placed on probation for a minimum of one (1) semester.
	1. The fraternity or sorority must meet all (Inter) National requirements, participate in all Fraternity & Sorority Affairs sponsored events, and receive no disciplinary sanctions.
	2. If a chapter has previously been suspended by the University, and then is found responsible for further disciplinary actions, the organization charter may possibly be revoked.

 **II. Materials to be included in the petition for a group of interested students/reorganizing group**

1. Letter of interest/support from (Inter) National Fraternity & Sorority headquarters
2. Logistical Information
	1. Name of fraternity or sorority
	2. Founding date
	3. Current number of undergraduate chapters
	4. Current number of undergraduate members
	5. Average chapter size
	6. Number of chapters closed in the last five years and reasons for closing
	7. Membership costs: new member, initiation fees, regular dues, etc.
	8. Nearest alumni/graduate chapter
	9. If a group is returning to campus, describe the following:
		1. History at Tennessee State University
		2. Reasons why the chapter became inactive on campus, and when
		3. How the issue(s) involved have been addressed
		4. How the group has cleared any debts or circumstances still incomplete from when previously on campus (if applicable)
3. Inter/National Headquarters Values, Policies and Publications
	1. A description of the organizational values and founding principles
	2. A description or diagram of the governance structure at the chapter and the inter/national levels
	3. Constitution (Inter/National and local if applicable)
	4. Risk Management
4. Chapter Development
5. Membership Development
	1. Hazing policy
	2. Membership discrimination policy
	3. Membership education policy and program (New Member Education Program)
	4. Recruitment/Membership intake policy and program
6. Additional Information
	1. A copy of the organization’s Certificate of Insurance
	2. Letter of intent from the Inter/National Headquarters Expansion Chairperson
	3. Petition Form
	4. Letter of intent from the On-Campus Advisor
	5. A student organization Advisor Commitment Form

All items above, plus any additional information should be put into a packet which follows the format specified and be sent to:

**Tennessee State University**

**Office of Student Activities & Leadership**

**Floyd-Payne Campus Center
3500 John A. Merritt Blvd.
Nashville, TN 37209**

**Suggested Expansion Time Frame (*approximate time frame; subject to change*)**

**Recruitment Cycle Prior Semester**- The Fraternity & Sorority Affairs Expansion Committee meets to determine which councils will accept expansion packets and which will not;.

***\*Packets will be reviewed on an on-going basis.***

**September**

* All packets by petitioning organizations must be submitted and completed in the format previously outlined. Incomplete packets will not be considered.
* The Fraternity & Sorority Affairs Expansion Committee will meet to review submitted packets, and select organizations for presentations.

**October**

* Selected groups will present to the Fraternity & Sorority Affairs Expansion Committee and to the current chapter members of the Fraternity & Sorority community.
* The Fraternity & Sorority Affairs Committee will have a final meeting and decide which organization(s) to bring to campus. The committee reserves the right to decline consideration of a group for any reason, and the decision is final.

Once expansion is approved, the New Student Organization Petition will be submitted to Director of Student Activities & Leadership for final approval.

**Statement on Informational/Rush Meetings:**
If a international organization is eligible for expansion (*no previous restrictions from policy breaches and governing council open for expansion*) it may hold two general informational/rush meetings in order to build interest on campus, as well as see which students may want to be a part of their organization if they expand to our University. Any meetings of this kind MUST be coordinated by a designated local/regional/national officer and NOT the group of interested students on campus. ***Also, it must be clearly stated at the meeting that there is no guarantee that because there is an informational that the organization will expand on campus.*** University Officials must be invited to, and allowed to attend, all informational meetings. This designated group of interested students is prohibited to act as an organization affiliated with the national fraternity or sorority, and will not be recognized as a student organization at Tennessee State University nor engage in any activities restricted to recognized fraternities/sororities. There are to be no officers of the group, nor events held in the group’s name. Any initiation or new member education of members of the group of interested students violates the expansion policy and subjects the (inter)national organization to a minimum of two years of ineligibility to expand at Tennessee State University.

**III. Recruitment/Intake**

The following recruitment/intake procedures must be followed:

1. There will be NO summer or winter break recruitment or intake meetings.
2. There will be NO summer, winter or spring break initiations of interested students whose information was gathered at the end of the academic semester.
3. All interested students must have GPA information verified through Student Activities & Leadership to ensure that they meet university academic standards and their (inter)national and/or local chapter organization’s academic standards for membership recruitment/intake.
4. Students must complete university-wide membership education and anti-hazing workshops and a designated number of community service hours required by Student Activities & Leadership prior to membership intake.
5. All interested students will undergo a Student Code of Conduct review by the Director of Student Activities & Leadership to determine eligibility.
	1. Students who have not undergone an academic and judicial review by the Office of Student Activities & Leadership, will be subject to further judicial sanctions by the Dean of Students. If it has been determined that a Chapter has knowingly initiated a member without prior review, that Chapter will then be subject to sanctions from the Coordinator of Fraternity & Sorority Life, inclusive of possible suspension.
6. b. Students who have an open judicial sanction are ineligible for membership recruitment/intake.

c. Students who are found in violation of the Student Code of Conduct and have been accepted for membership recruitment/intake AND/OR are participating in the process may be declared ineligible depending on violation, circumstance, and severity.

d. Students who have been suspended for disciplinary reasons are ineligible.

e. The Chapter On-Campus and Graduate Advisor will be notified of all students with any disciplinary history.

1. All students must be in good standing (academic, discipline and financial) with the university to be eligible.

**IV. Chartering Procedure**

1. Organizations selected to expand or reorganize must meet the following criteria:
	1. Recruit and maintain at least 5 full-time, Tennessee State University undergraduate and/or graduate students.
	2. Representatives must attend all Governing Council meetings and all members are strongly encouraged to participate in every facet of the Fraternity & Sorority Affairs community.
	3. Secure the support of a faculty/staff advisor.
	4. The chapter advisor should attend all meetings of the group and scheduled meetings for advisors by Student Activities & Leadership.
	5. The group must abide by the Council of Independent Organizations (CIOs), governing council, Inter/National and University policies, regulations, and guidelines.
	6. The group must remain a group of interested students for at least one fall or spring academic semester, and have achieved five (5) members to receive recognition, within 1 academic year.
	7. Organizations not fulfilling obligations can petition the Fraternity & Sorority Affairs Expansion Committee for an extension. If an extension is not granted, the organization can petition for another opportunity after two (2) years.
2. All fraternities/sororities, honor societies and similar organizations will be expected to maintain Minimum Standards for student organizations at Tennessee State University.

**Chapter Recognition**

1. Membership in a Governing Council (NPHC, PFC, IFC, HSC and LBC) of the Council of Independent Organizations (CFO) is required of any fraternity/sorority, honor society and similar organization to be considered part of the Tennessee State University Fraternity & Sorority Community.

 **V. Honor Society Council (HSC) Expansion Policy:**

1. Interested University Departments and/or (Inter) National Organizations must submit a formal request for expansion to the Office of Student Activities & Leadership.
2. Interested University Departments and/or (Inter) National Organizations must submit information requested in Section II to the Coordinator of Fraternity & Sorority Life for review by the Fraternity & Sorority Affairs Expansion Committee.
3. If a (Inter) National Organization is invited to charter a chapter or a group of interested students at Tennessee State University, the Coordinator of Fraternity & Sorority Life will provide a checklist\* of expectations to the selected organization.
4. Tennessee State University will recognize no more than one Honor Society as a group of interested students/chartering group at any one time. Therefore, the Honors council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their (inter) national standards to reorganize a latent charter.
	1. Exceptions may be permitted if granted by the Director of Student Activities & Leadership

*Tennessee State University is committed to supporting a vibrant and strong fraternity/sorority/similar organization community through a collection of outstanding chapters that support and live their respective values. We believe that this can best be achieved through partnerships with (Inter)National organizations, alumni advisors, individual chapters and the University. Fraternity & Sorority Life can play a positive role in the development of students throughout their college years through values-based organizations, with the support and assistance of the University.*